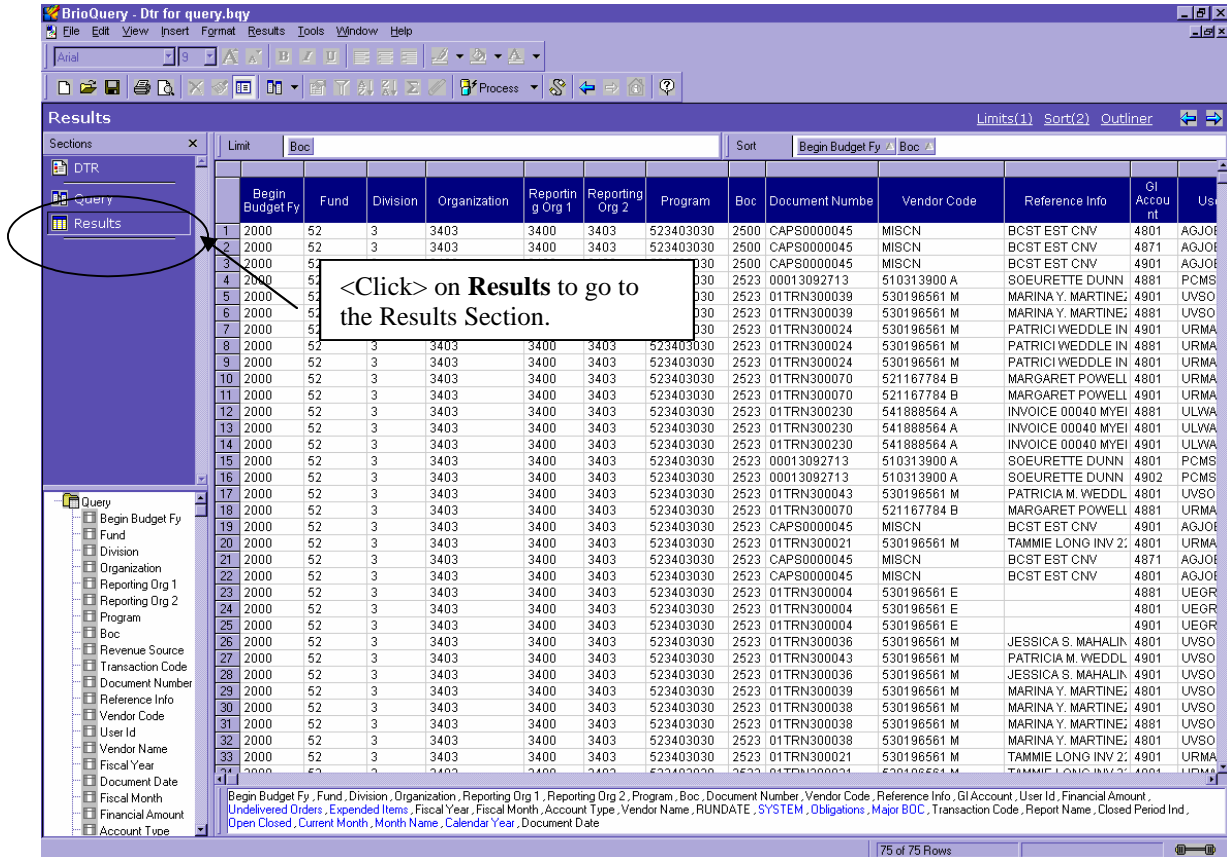


# CHANGING AN EXISTING RESULTS

- **Process** the report at this time so that the report contains data to fill the results and report sections.

## Step 1:



The screenshot shows the BrioQuery application interface. The left sidebar contains a 'Sections' pane with 'DTR', 'Query', and 'Results' listed. The 'Results' section is highlighted with a red circle. A callout box with an arrow pointing to the 'Results' button contains the text: "<Click> on Results to go to the Results Section." The main window displays a table with columns: Begin Budget Fy, Fund, Division, Organization, Reporting Org 1, Reporting Org 2, Program, Boc, Document Number, Vendor Code, Reference Info, GI Account, and User. The table contains 41 rows of data. The status bar at the bottom indicates '75 of 75 Rows'.

1. **<Go to>** the **Results** section of the report. **<Click>** on **Results** Button under Sections.

## Step 2:

Highlight Document Date and drag it into the limit line.

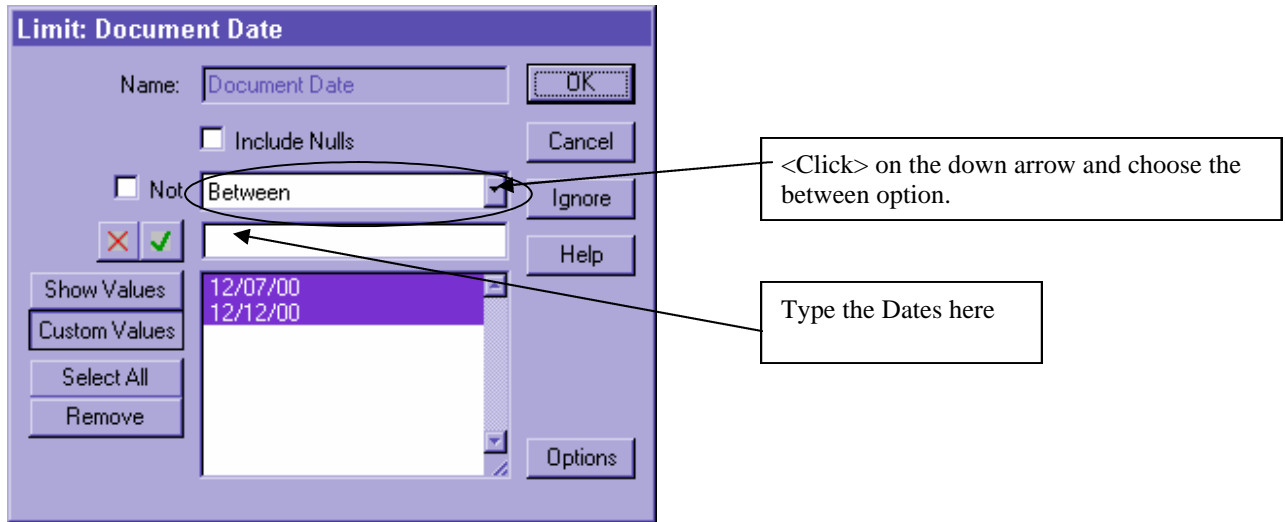
	RUNDATE	SYSTEM	Obligations	Major BOC	Transaction Code	Report Name	Closed Period Ind	Open Closed	Current Month	Month Name	Calendar Year	Document Date
1	2001-08-09	AGJO	23,847.5	25	BG	R=DTR	Y	CLOSED	9	June	2001	03/21/01
2	2001-08-09	AGJO	-23,847.5	25	BG	R=DTR	Y	CLOSED	9	June	2001	03/21/01
3	2001-08-09	AGJO	-23,847.5	25	BG	R=DTR	Y	CLOSED	9	June	2001	03/21/01
4	2001-08-09	PCMS	3,466.5	25	V5	R=DTR	Y	CLOSED	9	June	2001	03/19/01
5	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
6	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
7	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
8	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
9	2001-08-09	URMA	-490.5	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
10	2001-08-09	URMA	-375	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/12/00
11	2001-08-09	URMA	375	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/12/00
12	2001-08-09	ULWA	2,487	25	NO	R=DTR	Y	CLOSED	9	June	2001	01/09/01
13	2001-08-09	ULWA	-2,487	25	NO	R=DTR	Y	CLOSED	9	June	2001	01/09/01
14	2001-08-09	ULWA	2,487	25	NO	R=DTR	Y	CLOSED	9	June	2001	01/09/01
15	2001-08-09	PCMS	-3,466.5	25	V5	R=DTR	Y	CLOSED	9	June	2001	03/19/01
16	2001-08-09	PCMS	3,466.5	25	V5	R=DTR	Y	CLOSED	9	June	2001	03/19/01
17	2001-08-09	UVSO	-575	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
18	2001-08-09	URMA	375	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/12/00
19	2001-08-09	AGJO	-225	25	BG	R=DTR	Y	CLOSED	9	June	2001	03/21/01
20	2001-08-09	URMA	-490.5	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
21	2001-08-09	AGJO	-225	25	BG	R=DTR	Y	CLOSED	9	June	2001	03/21/01
22	2001-08-09	AGJO	225	25	BG	R=DTR	Y	CLOSED	9	June	2001	03/21/01
23	2001-08-09	UEGR	745	25	NO	R=DTR	Y	CLOSED	9	June	2001	11/14/00
24	2001-08-09	UEGR	-745	25	NO	R=DTR	Y	CLOSED	9	June	2001	11/14/00
25	2001-08-09	UEGR	745	25	NO	R=DTR	Y	CLOSED	9	June	2001	11/14/00
26	2001-08-09	UVSO	-525	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
27	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
28	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
29	2001-08-09	UVSO	-525	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
30	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
31	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
32	2001-08-09	UVSO	-575	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
33	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00
34	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	9	June	2001	12/07/00

Begin Budget Fy, Fund, Division, Organization, Reporting Org 1, Reporting Org 2, Program, BOC, Document Number, Vendor Code, Reference Info, GL Account, User Id, Financial Amount, Undelivered Orders, Expended Items, Fiscal Year, Fiscal Month, Account Type, Vendor Name, RUNDATE, SYSTEM, Obligations, Major BOC, Transaction Code, Report Name, Closed Period Ind, Open Closed, Current Month, Month Name, Calendar Year, Document Date

Sorting Complete

2. Add a Document Date to the limit in the results line. This allows you to pull the info off the web once and change the limit depending on what you want to see. <Scroll> over to the **Document Date** which will be at the last column on the right. <Click> on the header which will be highlighted and <drag> the **Document Date** to the **Limit** line. If the Limit line is not active <click> on **Limit** on the line with the **double blue arrows**.

### Step 3:



3. A limit box will appear when you have successfully moved the Document date to the limit box. <Choose> the **Between** option in the box. This allows you to pick 2 numbers. <Type> in the **dates** you want to see. In this example everything from December 7, 2000 and December 12, 2000.

## Step 4:

The screenshot shows the BrioQuery interface with a data table. A callout box points to the 'Limit' field in the 'Sections' pane, which is currently set to 'Boc Document Date'. The callout text reads: '<Click> on the limit you want to delete and <hit> the delete key.'

	RUNDATE	SYSTEM	Obligations	Major BOC	Transaction Code	Report Name	Closed Period	Open Closed	Current Month	Month Name	Calendar Year	Document Date
1	2001-08-09	UVSO	-525	25	NO	R=DTR					2,000	12/07/00
2	2001-08-09	URMA	-375	25	NO	R=DTR					2,000	12/12/00
3	2001-08-09	URMA	-490.5	25	NO	R=DTR					2,000	12/07/00
4	2001-08-09	URMA	490.5	25	NO	R=DTR					2,000	12/07/00
5	2001-08-09	URMA	490.5	25	NO	R=DTR					2,000	12/07/00
6	2001-08-09	UVSO	525	25	NO	R=DTR					2,000	12/07/00
7	2001-08-09	UVSO	525	25	NO	R=DTR					2,000	12/07/00
8	2001-08-09	UVSO	-575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
9	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
10	2001-08-09	URMA	375	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/12/00
11	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
12	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
13	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
14	2001-08-09	UVSO	-575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
15	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
16	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
17	2001-08-09	UVSO	-525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
18	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
19	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
20	2001-08-09	URMA	-490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
21	2001-08-09	URMA	375	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/12/00

The bottom status bar indicates 'Sorting Complete'.

4. All the information is still available on this query. The other information is hidden until you remove this limit or change it. Your report will only show the information available in the request. To remove a limit, **<click>** on the **limit** and **<press>** the **delete key**. **<Double clicking>** on the **limit** allows you to change the limit. To ignore limit: **<Click>** on **limit** and **<click>** on **ignore**.

## Step 5:

The screenshot shows the BrioQuery application window. The main area displays a table with 21 rows of data. The columns are: RUNDATE, SYSTEM, Obligations, Major BOC, Transaction Code, Report Name, Closed Period Ind, Open Closed, Current Month, Month Name, Calendar Year, and Document Date. A text box with the instruction "Highlight Document Date and drag it into the Sort line." is overlaid on the table, with arrows pointing to the "Document Date" column header and the "Sort" button in the top toolbar. The "Sort" button is currently set to "Begin Budget Fy".

	RUNDATE	SYSTEM	Obligations	Major BOC	Transaction Code	Report Name	Closed Period Ind	Open Closed	Current Month	Month Name	Calendar Year	Document Date
1	2001-08-09	UVSO	-525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
2	2001-08-09	URMA	-375	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/12/00
3	2001-08-09	URMA	-490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
4	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
5	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
6	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
7	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
8	2001-08-09	UVSO	-575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
9	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
10	2001-08-09	URMA	375	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/12/00
11	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
12	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
13	2001-08-09	URMA	490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
14	2001-08-09	UVSO	-575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
15	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
16	2001-08-09	UVSO	575	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
17	2001-08-09	UVSO	-525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
18	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
19	2001-08-09	UVSO	525	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
20	2001-08-09	URMA	-490.5	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/07/00
21	2001-08-09	URMA	375	25	NO	R=DTR	Y	CLOSED	3	December	2,000	12/12/00

5. Adding a sort for Document Date. If the Sort Line is not active <click> on **Sort** on the line with the double blue arrows. <Scroll> to the **Document Date** column, and <click> on the **header**. <Drag> and <drop> the column into the **Sort** line. <Click> and <drag> the **Document Date** to before the BOC sort. This way it will sort FY and then the date before doing the BOC. <Click> the **Sort Now** button.

- Remember to save the report so that you will not lose your changes.
- Continue on to “Changing a existing report”.